



NCO LEADER SKILLS ENHANCEMENT PROGRAM

AUGUST 2016 SCHEDULE



All classes are Monday – Friday unless noted

1 August - 5 August

	Class ID#	Room	Time
MTCS 1175 Basic Keyboarding	17683	C204	0900-1215
BMGT 1177 Critical and Creative Thinking	17684	C209	0900-1215
MTES 1171 Professional Values	17685	C210	0900-1215
MTMC 1172 Wordprocessing Applications	17686	C204	1220-1645
MTHO 1170 Historical Principles of War	17687	C209	1230-1600
MTOB 1170 Styles of Leadership	17688	C210	1230-1600

8 August - 12 August

	Class ID#	Room	Time
MTMC 2172 Microsoft Word Advanced	17691	C204	0900-1215
MTHR 1175 Career Management	17692	C209	0900-1215
MTLM 1171 Managing Resources	17693	C210	0900-1215
MTMC 1171 Spreadsheet Applications	17694	C204	1220-1645
MTBC 1170 Conducting Briefings	17695	C209	1230-1600
MTHR 1173 Counseling Practicum Techniques	17696	C210	1230-1600

15 August - 19 August

	Class ID#	Room	Time
MTMC 2171 Microsoft Excel Advanced	17697	C204	0900-1215
MTHR 1176 Stress Management	17698	C209	0900-1215
MTBC 1171 Effective Military Writing I	17699	C210	0900-1215
MTMC 1173 Database Applications	17700	C204	1220-1645
MTES 1170 Professional Ethics	17701	C209	1230-1600
MTOB Improvework Performance	17702	C210	1230-1600

22 August - 26 August

	Class ID#	Room	Time
MTMC 2176 Microsoft Access Advanced	17703	C204	0900-1215
MTBC 1173 Effective Military Writing II	17704	C209	0900-1215
MTMM 1170 Increasing Worksite Efficiency	17705	C210	0900-1215
MTCS 1174 Academic Research Using the Internet	17706	C204	1220-1645
MTIR 1170 Interpersonal Relationships	17707	C209	1230-1600
MTLM 1170 Managerial Planning	17708	C210	1230-1600

29 August - 2 September

	Class ID#	Room	Time
MTLE 1170 Crime Prevention	17709	C204	0900-1215
MTLM 1171 Managing Resources	17710	C209	0900-1215
MTHR 1170 Performance Oriented Training	17711	C210	0900-1215
MTMC 1176 Microsoft Powerpoint	17712	C204	1220-1645
MTPF 1170 Personal Financial Management I	17713	C209	1230-1600
MTHR 1170 Preparing Efficiency Reports	17714	C210	1230-1600

Special Announcements!

*Classes will still convene on training holidays

NCO Leader Skills Enhancement Office
Soldier Development Center, 761st Tank Battalion, Building 33009, Room H236
Monday-Friday, 0730-1630, Office# (254) 532-1505

GENERAL INFORMATION

1. Enrollment is required for all classes. Soldiers may enroll in person at the Leader Skills Enhancement Office or online through their GoArmyEd account. Printed enrollment forms may require approval.
2. Enrollment forms for Soldiers E6 or below must be approved by their E7 or above via signature. Enrollment forms for Soldiers E7 or above do not require approval. All enrollment forms must be submitted to the Leader Skills Enhancement Office the Friday prior to class start.
3. DoD Contractors and DA Civilian personnel must submit a memo to the Leader Skills Enhancement Office from their unit, authorizing their course enrollment. The memo may be in any format and must include the organization's letterhead, employee's name, grade, course title/dates/times, and a brief statement explaining how the class will help improve the employee's work performance. The memo must be signed by the employee's immediate supervisor. A separate memo must be submitted for each class. Civilians may be required to give their seat to a Soldier.
4. Students who show up late on the first day of class may lose their seat in the class. If any student misses 1 or more cumulative hours during the course, the student will be withdrawn and will not receive a grade for the course.
5. Students enrolling in classes for college credit must include their original signature on class paperwork. All courses are worth 1 semester hour of college credit from Central Texas College.
6. Soldiers have seating priority. Civilians are permitted on a space-available basis.
7. Soldiers must be in duty uniform to attend classes, regardless of duty status.
8. All classes are subject to cancellation without prior notification.
9. Point of Contact: Leader Skills Enhancement Office, (254) 532-1505, Soldier Development Center Bldg. 33009, Rm. H236.